

Federal Supply Service  
Authorized Federal Supply Schedule Price List

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# Robertson Forwarding Company

## dba RFC Logistics

Solicitation TFTP-MB-008745-B  
Contract Number: **GS-10F-0409X**

Contract period: 07/27/2011 to 07/26/2016

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address of *GSA Advantage!* is:

[www.GSAAdvantage.gov](http://www.GSAAdvantage.gov). The logo for GSA Advantage! consists of a dark blue square containing the white letters 'GSA', followed by the word 'Advantage!' in a red, italicized, sans-serif font with a registered trademark symbol.

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Address and Contact Information:

**Robertson Forwarding Company**  
**1749 NE Miami Ct. Suite 204**  
**Miami, Florida 33132**

**Contact: Jennifer Robertson**  
**Email: [jennifer@robertsonforwarding.com](mailto:jennifer@robertsonforwarding.com)**

**Web: [www.rfclogistics.com](http://www.rfclogistics.com)**  
**Phone: (305) 477-5548 – Fax: (305) 477-5435**

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## Business Information

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### ***Business size***

Robertson Forwarding, Inc. is a Certified HUBZone, woman-owned, and minority-owned small business.

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### ***1.a Table of Awarded Special Item Numbers***

Special item Number	Cross Reference
874-503, 874-503C	GSA Price List
874-504, 874-504RC	GSA Price List
874-506, 874-506RC	GSA Price List

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### ***1.b Table of Lowest Price Model Numbers***

Special item Number	Description	Unit Price
874-503, 874-503C	Driver /Courier	\$18.14 / Hour

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### ***1.c Hourly Rates***

Administrative Assistant	\$ 28.11
Documentation Preparation Clerk	\$ 21.76
Computer Systems Analyst III	\$ 81.61
Driver Courier	\$ 18.14
Warehouse Specialist	\$ 26.30
Senior Consultant	\$ 63.47
Principal/Officer	\$ 86.14
Transportation/Operations Manager	\$ 36.27
Program Specialist	\$ 49.87

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**2. Maximum order**

Special item Number	Maximum Order
874-503, 874-503C	\$1,000,000
874-504, 874-504RC	\$1,000,000
874-506, 874-506RC	\$1,000,000

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**3. Minimum order**

Special item Number	Minimum Order
874-503, 874-503C	\$100
874-504, 874-504RC	\$100
874-506, 874-506RC	\$100

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**4. Geographic coverage (delivery area)**

CONUS and Washington, DC

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**5. Point(s) of production (city, county, and State or foreign country)**

Special item Number	Point of Production
NA	

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**6. Discount from list prices or statement of net price**

Special item Number	Basic Discount
874-503, 874-503C	10%
874-504, 874-504RC	10%

874-506, 874-506RC	10%
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**7. Quantity discounts**

Special item Number	Quantity Discount
874-503, 874-503C	None
874-504, 874-504RC	None
874-506, 874-506RC	None

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**8. Prompt payment terms**

None

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**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold**

Government Purchase Cards will be accepted at or below the micro-purchase threshold.

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**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold**

Government Purchase Cards will be accepted above \$3,000.

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**10. Foreign items.**

None

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**11a. Time of delivery.**

As Specified on the Task Order.

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**11b. Expedited Delivery.**

Contact Vendor

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**11c. Overnight and 2-day delivery.**

Contact Vendor

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**11d. Urgent Requirements**

RFC Logistics acknowledges the "Urgent Requirements" clause of the contract and advises agencies that they can contact the Vendor representative to potentially effect a faster delivery.

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**12. F.O.B. point**

NA

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**13a. Ordering address**

Robertson Forwarding Company  
1749 NE Miami Ct. Suite 204  
Miami, Florida 33132

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**13b. Ordering procedures**

Please contact Vendor for quotation.

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**14. Payment address**

Robertson Forwarding Company  
1749 NE Miami Ct. Suite 204  
Miami, Florida 33132

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**15. Warranty provision**

Not Applicable.

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**16. Export packing charges, if applicable**

Export Packaging fees apply. Please see RFC Logistics Price List.

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**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**

None

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**18. Terms and conditions of rental, maintenance, and repair**

NA

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**19. Terms and conditions of installation**

NA

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**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

NA

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**20a. Terms and conditions for any other services.**

Please contact Vendor for information.

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**21. List of service and distribution points.**

NA

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**22. List of participating dealers.**

NA

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**23. Preventive maintenance.**

NA

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**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

NA

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**24b. Section 508 compliance**

NA

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**25. Data Universal Number System (DUNS) number.**

DUNS: 045252210

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**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

CCR Registration (Cage Code): 3GV92; Valid until 07/10/2012

# Labor Category Descriptions and SCA Matrix

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## *Hourly Labor Category Descriptions*

### **01020 Administrative Assistant**

Education: High School Diploma/GED

Experience: 1 Year Related Work Experience

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials

### **01060 Documentation Preparation Clerk (Import / Export Cargo Agent)**

Education: High School Diploma/GED

Experience: 4 Years Related Work Experience

This candidate requires a high school diploma or its equivalent, plus four years of experience in the field or in a related area, and is responsible for clerical duties related to technical documentation of procedures. The candidate ensures proper upkeep of technical documents. Has knowledge of commonly-used concepts, practices, and procedures within this particular field. Will rely on instructions, and established guidelines from supervisor to perform the functions of the job. Tasks include:

- Prioritize Shipments Received in the following categories: AOG, (ITAR and License first), Procurement, others
- Consolidate freight as much as possible (within regulations)
- Enter information into Freight Management system accurately and add POD when confirmation on board from carrier received
- Have co-worker or Operations Manager check AES transmissions on ITAR and License shipments
- Ensure proper documents are being presented to US Customs – show docs to co-worker for double check or Operations Manager
- Contact courier within reasonable time (10am latest for 2pm drop off), (9am latest for 12pm pick up)
- Contact ground carriers within reasonable time (coordinate day prior if possible)
- Ensure proper documents are being sent to airline as per importing countries regulations
- Check for airline warehouse receipts errors and contact Operations Manager immediately
- Billing must be done no later than 48 hours after COB has been received from airline

### **31043 Driver/Courier**

Education: High School Diploma/GED/Valid Driver's License

Experience: 1 Year Related Work Experience

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

### **21410 Warehouse Specialist**

Education: High School Diploma/GED

Experience: 2 Years Related Work Experience

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Tasks include:

- Shipping and Receiving
- Inventory control
- Usage of Barcode scanner for reoccurring freight previously entered into our Freight Management system
- Computer skills
- Forklift usage / handling
- Receiving and inspecting dangerous goods
- Notify immediately manager and compliance office or DG damages
- Maintain warehouse gates locked at all times
- Insure dangerous goods check list attached to warehouse of all hazardous shipments / give one copy to office
- Obtain id from driver for all incoming freight
- Contact manager immediately if freight should be short, damaged, leaking or incomplete to notify the customer
- Insure all trucks leave premises with a locked door and have driver sign off on Bill of Lading insuring that the truck will be locked at all times
- Maintain clean warehouse, including floors
- Insure freight is stowed properly and safely at all times

- Insure Dangerous goods are segregated properly and away from any non compatible dangerous goods
- Prioritizing – AOG
- AOG’s must be received and entered into Freight Management System immediately upon arrival to RFC
- Must notify manager of any delays with pick up by carriers

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## ***Professional Labor Category Descriptions***

### **Computer Systems Analyst III**

Education: High School Diploma + Bachelor’s Degree, Computer Science or 2 Year Trade School

Experience: 5 Years Related Work Experience

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

### **Senior Consultant**

Education: Master's Degree

Experience: 5 years

Displays full and flexible use of relevant knowledge and techniques in program evaluation (SIN 874-503, 874-503C) and survey research (SIN 874-504, 874-504RC) and demonstrates innovative use of

concepts and principles in complex assignments. Examples may include assisting in the design of educational studies for program evaluation, planning, designing, and developing survey instruments, assessing the reliability and validity of data, producing reports, and assisting in briefing stakeholders on the results of program evaluation or survey research projects. Recognized as senior level contributor; having produced unquestionable technical work in the fields of program evaluation and survey research. This candidate works with minimal supervision and technical guidance. Supervises multiple, overlapping project teams and/or strategic initiatives.

### **Principal Officer**

Education: Bachelor's Degree

Experience: 3 years

Minimum General Experience and Education: Requires a bachelor degree from an accredited college or university plus three years integrated logistic support management experience in support of project requirements. Two years of additional relevant experience may be substituted for each year of education shortfall.

Functional Responsibility: Is responsible for program/project cost and schedule control. Candidate answers to Chief Executive Officer and RFC Management members.

### **Transportation/Operations Manager**

Education: Bachelor's Degree

Experience: 3 years

Minimum General Experience and Education: Requires a bachelor degree from an accredited college or university plus three years integrated logistic support management experience in support of operational requirements. Two years of additional relevant experience may be substituted for each year of education shortfall.

Functional Responsibility: To a lesser degree than an operations logistic manager III, directs technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, re-supply, communications, and food and shelter. Must be capable of analysis, development, and management of distribution systems; fleet planning and management; carrier management and routing; freight forwarding, consolidation and management; and supply tracking system design and operations.

### **Program Specialist**

Education: Bachelor's Degree.

Experience: 3 years

Minimum General Experience and Education: Requires a bachelor degree from an accredited college or university plus three years integrated logistic support management experience in support of project requirements. Two years of additional relevant experience may be substituted for each year of education shortfall.

Functional Responsibility: Monitors technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, re-supply, communications, and food and shelter. Capable of analysis, development, management of distribution systems, fleet planning management; carrier routing management, freight forwarding, consolidation management, supply tracking system design and operations.

**SCA Labor Matrix**

Note 1. Prices Shown Herein Are Net (Discount Deducted)”. Please Contact Contractor for Possible Discounts on Larger Procurements

Note 2. SCA Category Hourly Rates Are Subject To Adjustment Law FAR 52.222-43

Note 3. The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories identified in the SCA Matrix/Price list above. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number 2005-2103 Rev. #8. Should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Labor Category Matrix SIN 874-503, 874-503C & 874-504, 874-504RC

Labor Category	SCA Code	Hourly Rate. Please see Notes.
Administrative Assistant (Import / Export Cargo Agent)	01020	\$31.00
Documentation Preparation Clerk	01060	\$24.00
Driver Courier	31043	\$20.00
Warehouse Specialist	21410	\$29.00

## **GSA Price List**

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# GSA PRICE LIST

July, 2011

## Robertson Forwarding Company, Inc., dba RFC Logistics

4469 NW 97th Ave.

Miami, FL 33178

(305) 477-5435

SIN	LABOR	MIN EDUCATION / CERTIFICATION LEVEL	MIN YEARS EXPERIENCE	UNIT OF ISSUE	GSA PRICE
874-503	Administrative Assistant	High School/ GED	1	Per Hour	\$28.11
874-503	Documentation Preparation Clerk	High School/ GED	2	Per Hour	\$21.76
874-503	Computer Sytems Analyst III	BS Computer Science	5	Per Hour	\$81.61
874-503	Driver Courier	High School/ GED	1	Per Hour	\$18.14
874-503	Warehouse Specialist	High School/ GED	2	Per Hour	\$26.30
874-504	Senior Consultant	MS	5	Per Hour	\$63.47
874-504	Principal/Officer	BS	3	Per Hour	\$86.14
874-504	Transportation/Operations Manager	BS	3	Per Hour	\$36.27
874-504	Program Specialist	BS	3	Per Hour	\$49.87

SIN	SERVICE			UNIT OF ISSUE	GSA PRICE
874-506	Customs Validation (ITAR, License)			Per Shipment	\$45.00
874-506	License Log Fee			Per Shipment	\$15.00
874-506	Consultation fee (Minimum \$75.00(1/2hr))			Per Hour	\$143.57
874-506	Documentation - Ocean shipment			shipment b/l	\$149.61
874-506	Import - Clearance Charges (Miami)			AWB	\$113.34
874-506	Expedited Services			Per Order	\$95.71
874-506	Freight In & Out (Minimum \$15)			lb	\$0.03
874-506	Export Doc/Reports			Per Shipment	\$68.01
874-506	Local Trucking (Minimum \$50.00)			lb	\$0.05
874-506	Messenger fee			Per Trip	\$15.00
874-506	Crating (Minimum \$75.00)			Cu. Ft.	\$4.20
874-506	Shrinkwrap & Strapping			Per Package	\$24.94
874-506	Reporting fee			Per Shipment	\$14.36
874-506	Hazmat Inspection			Per Package	\$95.71
874-506	Hazmat Warehouse			Per Shipment	\$24.68
874-506	Overpack in E-Container			Per Package	\$58.94
874-506	Overpack in D-Container			Per Package	\$99.74
874-506	Bill of Lading			Per BOL	\$14.66
874-506	Pallet			Per Pallet	\$14.66
874-506	Re-Palletizing			Per Pallet	\$25.00
874-506	Storage after 30 days (Minimum \$15)			cft/month	\$0.23
874-506	Maintaining In-house inventory			dock receipt	\$13.60
874-506	Stuffing 20ft. Container -pallets			container	\$421.64
874-506	Stuffing 40ft. Container - pallets			container	\$498.71
874-506	Order Selection Picking			Per Cu.Ft.	\$0.17